

CLASSIFICATION: MEDICAL SERVICES CONSULTANT I

Class Code: 6218-22

Date Established: 06-16-76

Occupational Code: 7-7-7

Date of Last Revision: 01-04-16

Exempt Status: Non-Exempt

BASIC PURPOSE: To audit patient care and records in order to determine appropriate coverage for services by providers, or eligibility for services, in accordance with Medicaid regulations; or to perform medical assessments to determine eligibility for services or appropriateness of services provided.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Conducts on-site visits to nursing facilities and client homes to analyze physical, medical, social, psychological, and safety data and to determine appropriateness of services and associated billing.
- Communicates with the client, their family, other state agencies, discharge planners, social workers, physicians, nursing staff, facility case managers, and other treatment providers in the coordination of services, and counsels and educates patients concerning specific health concerns.
- Authorizes payment for preventative, diagnostic, therapeutic, rehabilitative or other medical services for in-patient and out-patient services.
- Investigates and prepares reports on complaints received about health care providers.
- Represents the Department at fair hearings including conducting pre-hearing conferences, communicating with lawyers, medical professionals, clients and other interested parties, compiling evidence, developing summaries, reports, and briefs, and interpreting federal and state regulations to support eligibility decisions.
- Presents training sessions to departmental staff as well as to profit and non-profit agencies, officials, and medical providers.
- Recommends long and short term changes in policy and procedure and informational tools to enhance productivity and improve service delivery.
- Applies federal and state regulations to Medicaid-covered or long term care services in order to assure appropriateness and quality of services, and to qualify for federal funding.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

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Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Graduation from a recognized nursing program.

Experience: Three years' experience as a Registered Nurse, at least one year of which shall have been in a supervisory or administrative capacity.

License/Certification: Current license as a Registered Nurse in New Hampshire. Must be eligible to hold a valid New Hampshire driver's license and/or have access to transportation for use in statewide travel.

For Department of Health and Human Service's Division of Client Services, Long Term Care Unit Only:

Education: Graduation from a recognized nursing program or skilled medical professional program.

Experience: Three years' experience as a Registered Nurse or as a Skilled Medical Professional, at least one year of which shall have been in a supervisory or administrative capacity.

License/Certification: Must be licensed as a Registered Nurse in New Hampshire or licensed as a Skilled Medical Professional. Must be eligible to hold a valid New Hampshire driver's license and/or have access to transportation for use in statewide travel.

RECOMMENDED WORK TRAITS: Knowledge of federal and state public assistance laws and requirements regarding recipients. Knowledge of basic principles underlying health care. Skill in appraising health care problems, procedures and programs. Ability to evaluate individual, skilled medical, and nursing techniques and performance. Ability to communicate effectively. Ability to coordinate the work of state and private agencies in the health care area. Ability to establish and maintain effective working relationships with other employees and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.